



City of Imperial Beach
Building Division
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**Suggested Checklist for Building Permit Submittals for
Single Family Dwellings Additions or Alterations**

This checklist is a summary of information that you must provide to obtain a Building Permit for an addition or alteration to a Single Family Dwelling in the City of Imperial Beach. This list is provided to assist you in achieving an acceptable and complete initial submittal when applying for a Building Permit; your designer should determine which items apply to your project, if there are question, Building staff will assist you in determining which items apply to your project.

I. Separate Plans, and/or Permits and/or Clearances Required

- ☐ A. Zoning Clearance (attach all approvals & responses to conditions of approval to each submittal)
- ☐ B. Floodplain Development Application
- ☐ C. Certificate for School Impact fees (non-residential all additions) (residential additions > 499sq. ft.)
- ☐ D. Demolition or construction projects of structures ≥ 250 sq ft or construction valuation $\geq \$25,000$ requires a Waste Management Plan.
- ☐ E. Standard BMPs are required for all projects fill out for m 7-A & 7-B, a Water Pollution Control Plan is (WPCP) required for construction projects doing grading/soils disturbance or using materials containing materials affecting water quality negatively if discharged from the site (paints, solvents, concrete etc.).
- ☐ F. Encroachment permit are required for work in the Public Right of Way
- ☐ G. Engineering; Grading, drainage and site improvement plans are required for projects valued at \$50,000.00 or more.

Notes:

1. Plans can be combined for simple buildings if clarity is maintained.
2. This is not a complete list of all required submittals, and additional information may be required after plan review.
3. Other departments and agencies review and approval may be required.

II. Document Submittal List (Section III provides detailed information on items checked below)

- ☐ **A. Drawings:** 3 sets (all projects over \$50,000 will require 4 sets); 18 inch x 24 inch Suggested Minimum Plan Size
 - ☐ 1. General Information
 - ☐ 2. Plot Plan
 - ☐ 3. Architectural Plans:
 - ☐ a. Floor Plan
 - ☐ b. Roof Plans

- ☐ c. Exterior Elevations
- ☐ 4. Structural Plans
 - ☐ a. Foundation Plan
 - ☐ b. Floor Framing Plan
 - ☐ c. Roof Framing Plan
 - ☐ d. Truss Information
 - ☐ e. Cross Section
 - ☐ f. Structural Framing Details
- ☐ 5. Relevant information on new Plumbing, Mechanical, and Electrical components
- ☐ B. Calculations: 2 sets;
 - ☐ 1. Structural Calculations (for vertical and lateral load)
 - ☐ 2. Title 24 Energy Calculations, Acceptance Forms and related information
- ☐ C. Other Documents: 2 sets
 - ☐ Soils Report; Geologic Hazard Study (if in Geologic Hazard Zone)

III. Expanded Information on Documents

- ☐ A-1. Information
 - ☐ 1. Sign and Stamp on all documents by Preparer, Architect, or Engineer (cover sheet of each document to be Wet Signed)
 - ☐ 2. Name, title, registration (if applicable), address, and phone number of Preparer
 - ☐ 3. Project name and address, as well as Project Owner's name, address, and phone number
 - ☐ 4. Cover Sheet Information:
 - ☐ a. Applicable Codes and Editions (IBC, UMC, UPC, NEC etc.)
 - ☐ b. Description of scope of work
 - ☐ c. Type of construction (typically V construction (wood frame)
 - ☐ d. Gross area listed per each floor and building height
 - ☐ e. Index of Drawings
 - ☐ 5. Scale for all Drawings and Details
- ☐ A-2. Plot Plan
 - ☐ 1. Lot dimension showing whole parcel, property lines, and street location(s)
 - ☐ 2. Building footprint with all projections and dimensions to all property lines
 - ☐ 3. Vicinity Map and North Arrow
 - ☐ 4. Easement and visible utilities on site
 - ☐ 5. Existing and proposed Grading Plan; topographic plan with contours, drainage information and finished/proposed floor elevation.
 - ☐ 6. Location of existing and proposed retaining walls, fences and other structures
- ☐ A-3, A-4. Architectural and Structural Plans
 - ☐ 1. Foundation, floor framing, and roof framing structural plans
 - ☐ 2. Architectural floor plans (existing and new) including adjoining rooms
 - ☐ 3. Demolition plan listing quantities of friable asbestos to be removed
 - ☐ 4. Exterior elevations including: grade/finish floor, steps/stoops, attic/foundation vents

- ☐ 5. Structural material specifications
- ☐ 6. Structural and architectural details
- ☐ 7. Typical cross sections in each direction
- ☐ 8. Shear wall and holdown plan (including complete table: wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns, and bolts) or
- ☐ 9. Conventional wood framing requirements: member sizes & grade, member spans, nail schedule, lateral bracing details, anchorage details and structural connections

- ☐ **9. Details as applicable:**
 - ☐ a. Window schedule (Detail egress, safety glazing and skylight ICBO Numbers)
 - ☐ b. Flashing: vertical and vertical to horizontal junctures of materials
 - ☐ c. Fireplaces: masonry or prefabricated fireplaces listing ICBO Number
 - ☐ d. Footings, piers, grade beams and connection/ties to existing
 - ☐ e. Post and girder intersections
 - ☐ f. Roof: eaves, overhangs, rakes, and gables
 - ☐ g. Floor changes (e.g. wood to concrete flashing detail)
 - ☐ i. Handrails, guardrails, and support details
 - ☐ j. Structural wall sections with details at foundation, floor, and roof levels
 - ☐ k. Stairway rise and run; framing, attachment, and dimensions of members
 - ☐ l. Shear transfer details and hold down bolt details, Prefab Trusses:

- ☐ **10. Prefab Trusses:**
 - ☐ a. Roof Framing Plan with truss ID number and manufacturer's name
 - ☐ b. Details of truss splices, connections, plate sizes, and hangers/hardware
 - ☐ c. Show all trusses including gable bracing and bridging
 - ☐ d. Truss Plans reviewed & stamped Approved by responsible Design Professional

- ☐ **11. Relevant Information on New Mechanical, Plumbing & Electrical Components**
 - ☐ a. Location of HVAC equipment and size (BTU/HR output)
 - ☐ b. Locations of new plumbing fixtures with all required dimensions listed
 - ☐ c. Locations of outlets, fixtures, switches, smoke detectors, subpanels and mail panels with size and location

- ☐ **B-2. Energy Requirements**
 - ☐ 1. CF-1R and MF-1R forms completed, signed, and printed on plans
 - ☐ 2. CF-6R and Installation Certificates attached to plans
 - ☐ 3. Performance Analysis and back-up forms printed on the plans & 2 loose copies
 - ☐ 4. Compliance forms as required by performance analysis
 - ☐ 5. MF-1R Mandatory Measures completed, signed (for small alteration projects)